INSTRUCTIONS.
FOR.GREENWICH
HOSPITAL.AND
CHARITY. BOYS

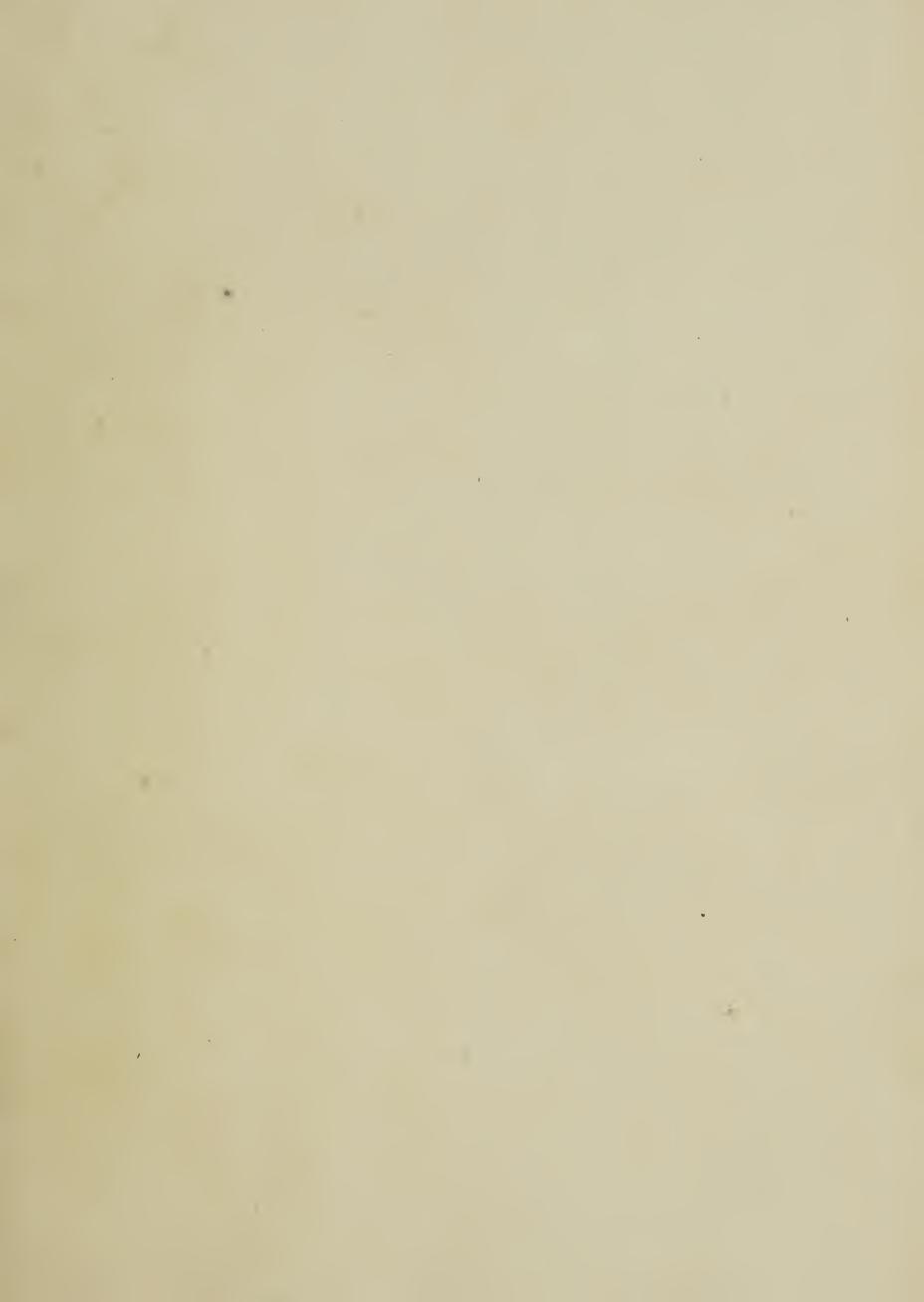


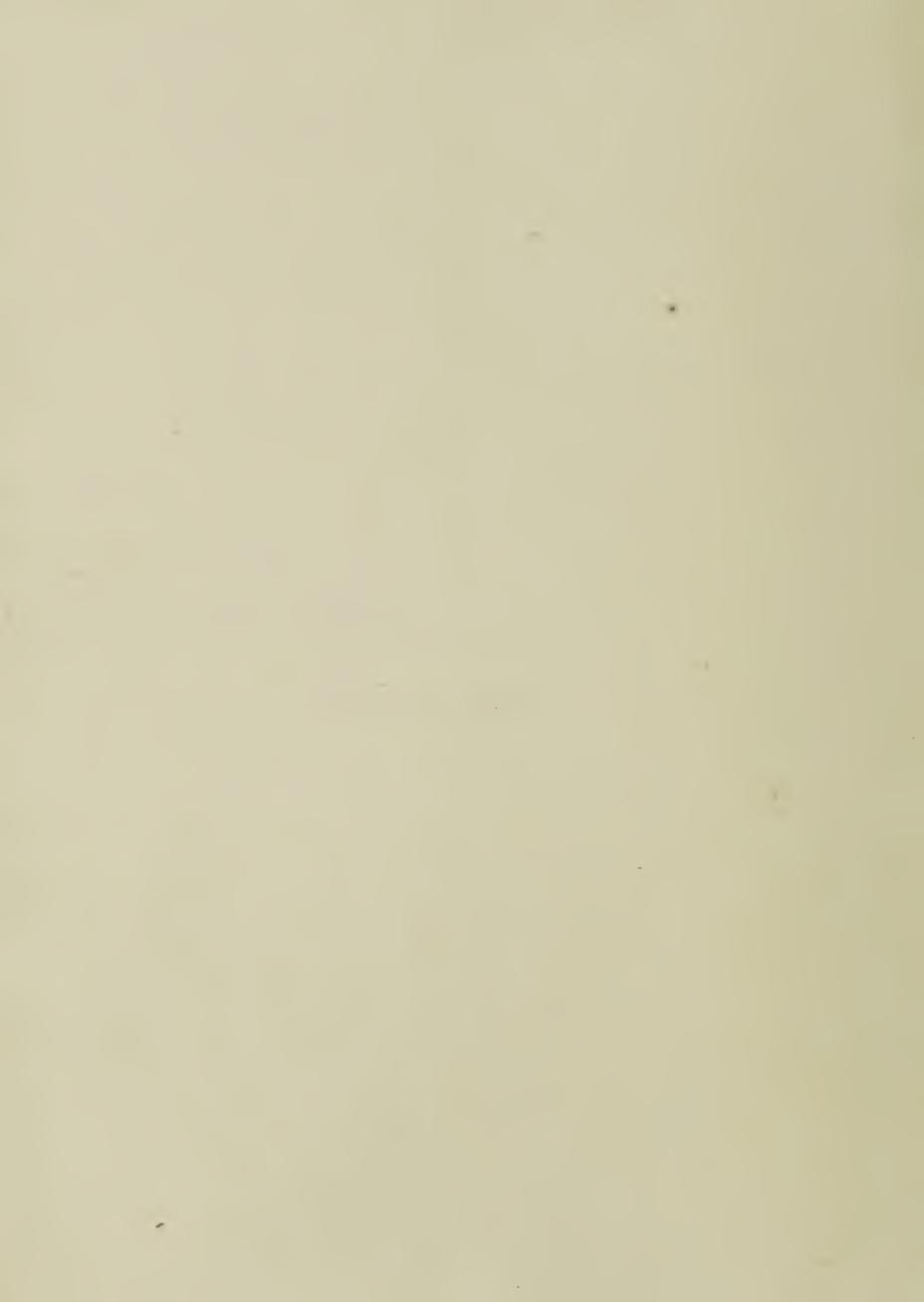


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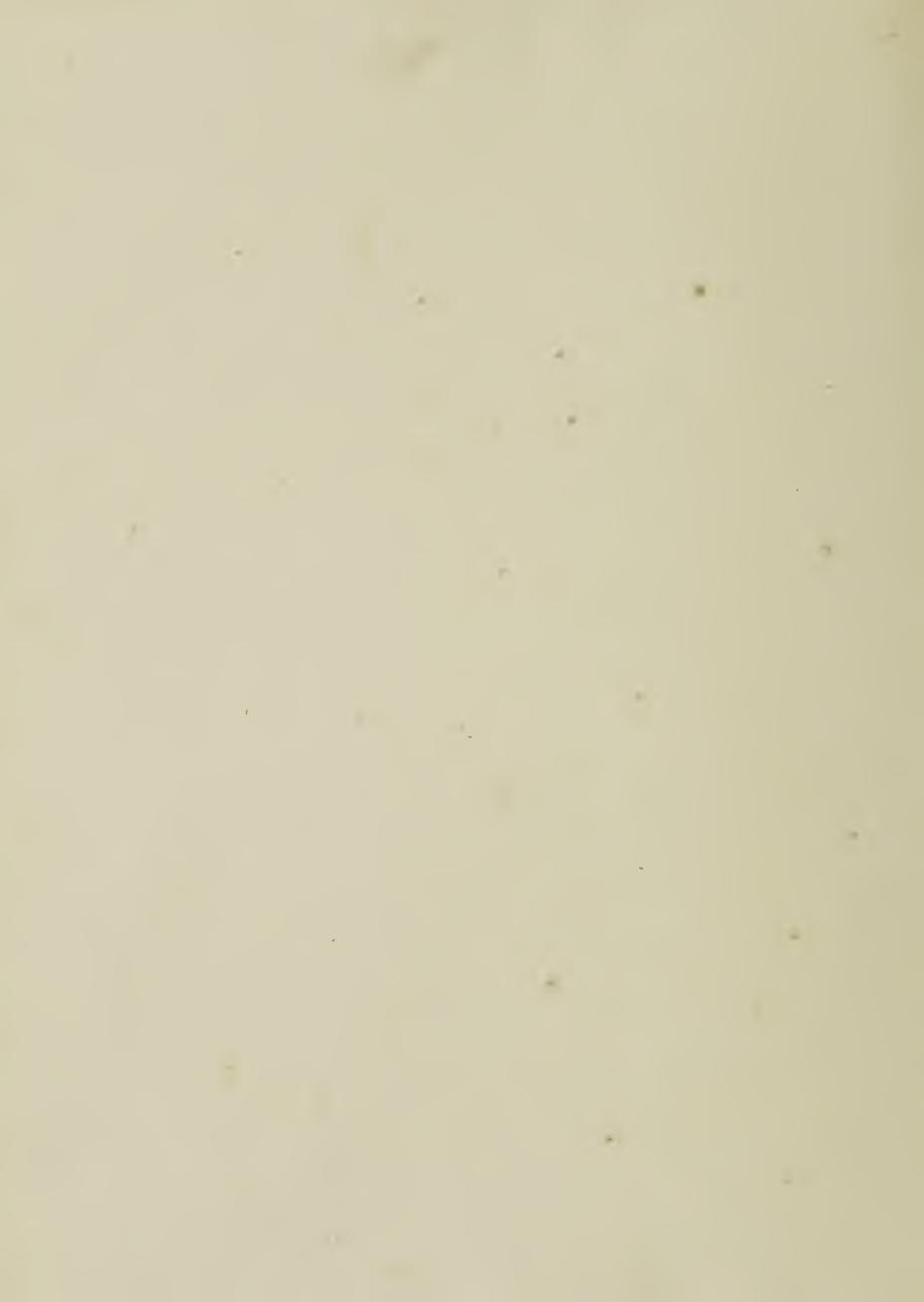


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# ARTICLES

AND

# INSTRUCTIONS

For the better

Government of His MAJESTY's

# ROYAL HOSPITAL

FOR

# SEAMEN

# At GREENWICH,

Appointed and Established at a General Court of the GOVERNORS and COMMIS-SIONERS of the said HOSPITAL, held at the Admiralty-Office, the Eighteenth Day of December, 1730.

LONDON:

Printed M,DCC,XXXI.



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# (1)

# PART 1st.

# The GOVERNOR.

#### ARTICLE I.

HE Governor is to hold a Council once a Week, or oftner, if he shall see it necessary, for the good Government and Discipline of the Hospital.

#### II.

He is frequently to visit the Wards, and see that the Officers do keep good Order therein.

#### III.

He is to receive Daily from the Steward, an Account of the Numbers in Diet, and also of such as are Absent, or in the Infirmary.

#### IV.

He is to appoint Boatswains, and their Mates, having regard in his Choice, to such as have been Commission or Warrant Officers in the Navy.

## The LIEUTENANT GOVERNOR.

#### ART. I.

HE Lieutenant-Governor is to affift the Governor, and follow such Directions as he shall receive from him for the Service of the Hospital; and, in his Absence, to perform the Functions of his Office.

He

#### II.

He is to be present at all Surveys taken, upon the Death, or Removal of any Officer, who has been charged with the keeping of Stores or Provisions belonging to the Hospital, and to see that the said Survey be duly executed.

#### III.

He is to appoint the Number of Officers and Pensioners necessary to do the Duty of Watching, and to settle the Course of their Duty.

#### IV.

When the Physician or Surgeon shall certify to him, under their Hands, the Names of such Pensioners, Servants or Nurses, as ought to be removed into the Instream, helpless or private Wards, he is to give Directions accordingly to the Steward and Clerk of the Checque, and to put them out of the Diet of the Hall; he is, upon the like Notification, to remove them from thence into such Wards as the Physician or Surgeon shall think proper, and to excuse them from Duty for so long Time as they shall judge advisable, for the Recovery of their Strength.

## The CAPTAINS.

#### ART. I.

HE Captains are to affift the Governor and Lieutenant-Governor, and to observe such Directions as they shall receive from them, or from their Senior-Officer.

II.

#### II.

They are to keep Lists of the Pensioners, and of their Disposition; and frequently to visit all the Wards, and see that good Order and Discipline be kept therein.

#### IH.

They are, in their Turns, to take Care that Decency and good Order be preserved among the Pensioners, at their Meal-times in the Hall.

#### IV.

They are to see, that all the Rules and Orders of the House be duly Observed, and to represent all such Failures or Abuses as shall come to their Knowledge, to the Lieutenant-Governor, and, if need be, to the Council.

# The LIEUTENANTS.

#### ART. I.

HE Lieutenants are to Observe all such Orders as they shall receive from their Superior or Senior Officers, and see the same duly executed.

#### II.

The Wards of the Pensioners are to be distributed into Divisions, and each Division put under the Charge of a Lieutenant, who is to be accountable for the good Order thereof, and for the Behaviour of the Pensioners belonging to his Division.

III.

#### III.

They are to visit the Wards of their Division twice a Day, and see, that the said Wards and Cabbins be kept constantly clean.

#### IV.

One Lieutenant, at least, is always to be present in the Hall when the Pensioners are at their Meals, and to see that good Order be kept; and they are, by turns, to go with the Men to the Chappel.

#### V.

They are to see, that the Boatswains and Boatswain's Mates do their Duty; and that the Rules and Orders of the House be punctually observed in all respects, and to represent all such Failures or Abuses as shall come to their Knowledge, to the Senior Captain upon the Spot.

# The BOATSWAINS.

#### ART. I.

HE Boatswains shall be Lodged in the principal Cabbins of the Wards which they are assigned to; and they are to march before the Pensioners to and from the Chappel.

#### II.

They are to attend in the Hall, while the Pensioners are at their Meals, and to keep good Order amongst them; and not to sit down to eat, until they have done.

(5)

#### III.

They are to mount the Guard as often as it comes to their turn, and see that the Pensioners upon Guard do the Duty required, and that they do not leave the Guard until they are relieved; they are also to see that the Sentinels be duly relieved, and to give them their Orders, before they go on Duty.

#### IV.

The Boatswain of the Guard is to visit, and go through all the Wards of the Hospital, about Midnight, and see if all the Fires and Candles are out, and whether all Things are safe and quiet; and to look into all the Cabbins, and see which are empty, and take an Account of all such, and to carry the said Account to the Lieutenant upon Duty; as likewise the Names of all Pensioners who come into the Hospital after the Ringing of the Night Bell, and of such of his Guard who shall sail in doing their Duty.

#### V.

The Boatswains are to keep good Order in their respective Wards, and to view the Chests, Bedding and Furniture of the Pensioners once a Week, or oftner; they are to see that the Pensioners be duly shaved, and that they keep themselves clean, and do not dawb or spoil their Cloathing, or damage the Furniture of the Hospital; as likewise, that they do not Smoke in the Wards, or bring any Provisions there; and they are to see that the Fires and Candles

be

be put out in their Wards at Nine of the Clock at Night, between Michaelmas and Lady-Day.

They are to see that all Orders, issued out by their Superior Officers, be punctually observed, and to inform the Lieutenant of their Division of all Things they shall observe amiss, and of any Accidents that may happen.

## BOATSWAIN'S MATES.

#### ART. I.

HE Boatswain's-Mates are to affist the Boatswains in the Execution Color of the Boatfwains in the Execution of their Duty, and to perform their Office in Subordination to them.

They are to Summon the Pensioners to come upon Guard, and to see that the Guard-Room be kept clean: They are frequently to visit the Sentinels on their Posts, and if they find any of them faulty, to represent the same to the Boatswain of the Guard. When they watch in the Works, they are to patroll within the Gates of the same, three or four times a Night.

PART.

# PART 2d.

## The TREASURER.

#### ARTICLE I.

HE Treasurer is to collect and receive from time to time all Rents and Monies, in which the Revenue of the Hospital consists, or which shall be payable for the Use of the Hospital; and to issue and pay such Sums, as by Warrant or Direction from a General Court, he shall be authorized to do, for the Service of the Hospital.

#### II.

He is to imprest, from time to time, to the Steward and Others, such Sums of Money as the Directors shall order in Writing, for necessary Disbursements for the Service of the Hospital.

#### III.

At the first Meeting of the Directors in every Month, he is to deliver to them in Writing, signed by himself, or his Deputy in his Absence, a perfect Account of what Monies he received in the preceding Month, specifying the several Heads of the Revenue from whence they were received, and what Sums were remaining in his Hands on the last Day of the Month.

#### IV.

He is to deliver at the same Time the like Certificate of all Payments by him made within the said Month, distinguishing the Nature of the several Payments, whether they are towards the Discharge of any Books of the Household, or Works, or Contingencies, or otherways paid or imprested to particular Persons; to whom, and on what Account.

#### V.

Which Certificates, both of Receipts and Issues, are to be made in the Form annexed, Page (54) and to be at all Times vouched by the Books of the said Treasurer, as often as either the Directors, or the Commissioners in a General Court shall think fit to call for, and compare the same.

#### VI.

At the End of every Year, he is to digest his Accounts for that Year, in a Leidger Book fairly Written, stating all his Receipts and Payments under their proper Heads, and to lay the same, signed by himfelf, before the Directors, for their examining and laying the same before a General Court, where they are to be finally passed.

#### VII.

In the Absence of the Treasurer, his Deputy or Clerk is to attend all Meetings of the Directors, there to give Satisfaction to, or receive Directions from them, in Matters relating to his Office.

The

# The SECRETARY.

#### ART. I.

HE Secretary is to attend at all Meetings of the General Court, and of the Directors, and to read all Papers necessary to be laid before them, and to take Minutes of their Proceedings, Copies of which he is to deliver to all Persons concerned, attested under his Hand.

#### II.

He is to draw out, and keep together in a Book, all Contracts made between the Directors and the several Tradesmen who serve the Hospital; and to deliver attested Copies of the same to such Officers of the House, as are concerned in seeing the said Contracts duly performed.

# The CHAPLAINS.

#### ART. I.

HE Two Chaplains are to officiate Monthly by turns.

#### II.

The Hours of Prayer are to be daily at Ten of the Clock in the Morning, and at Four in the Afternoon in Summer, and Three in the Winter; and a Sermon is to be preached every Sunday Morning, and the Holy Sacrament administred at the usual Seasons.

C

#### III.

The Chaplains are frequently to visit the Sick in the Infirmary, and to pray with and comfort them, and to administer the Holy Sacrament to such as are in danger of dying, and shall be devoutly disposed to receive it.

#### IV.

They are frequently to Catechize the Boys belonging to the Charity, and to instruct them in the Principles of the Religion of the Church of England.

#### V.

They are to take care of the Furniture belonging to the Chappel, and to see that the Yeoman keeps the Chappel and Vestry clean, and in good Order.

### The MESSENGER.

#### ART. I.

HE Messenger is to summon the Governors and Commissioners to the General Courts, and the Directors to their appointed Meetings, and to attend at the Door at such Meetings; and he is to observe all such Orders as the Secretary shall signify to him.

The

# The CLERK of the Chappel.

#### ART. I.

HE Clerk of the Chappel is to attend the Chaplains daily at the Hours of Prayer; to fet the Psalms, and assist at Funerals; and to teach the Charity Boys to sing Psalms.

# The YEOMAN of the Chappel.

#### ART. I.

HE Yeoman of the Chappel is to take care to keep the Chappel and Pews clean, with the Vestry, and all the Furniture belonging to them.



# PART 3d.

## The PHYSICIAN.

#### ARTICLE I.

Despensary, but upon demand in Writing, signed by the Physician, who is to inspect the same, before they are served in, rejecting such as shall be unsit; and to certify the Quantity, Goodness and Reasonableness of the Price of such as are received.

#### II.

He is frequently to inspect into the well keeping of the Medicines and Necessaries, and to represent what may be amiss to the Directors.

#### Ш.

When he finds it necessary for any Sick Person to be put out of the Diet of the Hall, and to be removed into the Infirmary, helpless or private Wards, he is to certify the same, under his Hand, to the Lieutenant-Governor.

#### -IV.

He is to visit the Sick as often as occasion shall require, attended by the Dispenser.

#### V.

He is to appoint in Writing, figned by himself, the particular Diet for every Perion in the Infirmary, and send the same to the Steward.

# The Surgeon.

#### ART. I.

HE Surgeon is to demand and receive from the Dispenser, as there shall be occasion, such external Medicines and other Necessaries as are wanting in the Surgery, and also such internal Medicines as he shall have occasion to use in Chirurgical Cases, and to keep the same in his Custody.

#### II.

He is to visit those under his Care twice a Day, if necessary; and if any Accident happen out of the Hours of dressing, to give his Assistance when called for.

#### III.

When he finds it necessary for any Person to be put out of the Diet of the Hall, and to be removed into the Infirmary, helpless or private Wards, he is to certify the same, under his Hand, to the Lieutenant-Governor.

#### IV.

He is not to order any internal Medicines, in medicinal Cases, if the Physician be within Reach, or any Physician to act for him in his necessary Absence.

V

He is once a Quarter to lay before the Directors, an Account of the Expence of Medicines, and other Neceffaries during that Quarter, and to make Oath to the Truth thereof, and that he hath not issued out any Medicines, but for the sole Use of such Persons as are maintained upon the Foundation, or their Families residing in the Hospital.

## The DISPENSER.

#### ART. I.

HE Dipsenser is to take Charge of the Drugs, Necessaries, and other Stores committed to his keeping, and to make up and dispense the Medicines used in the Hospital, and to follow all such Orders and Directions as he shall receive from the Physician, and also such as the Surgeon shall give him, conformable to his own Instructions.

#### II:

When he receives Notice from the Nurse of the Ward, of any Pensioner being taken ill, he is immediately to-visit him, and then to inform the Physician of the Nature of the Malady, that he may proceed as the Case shall require.

III.

He is duly to enter into a Book, to be kept for that purpose, the Names of such Persons, as shall be received in the Infirmary, helpless or private Wards, with the Times of their Admittance and Discharge.

#### IV.

He is to attend the Physician, when he visits the Sick in the Infirmary, and carry a Book, wherein he is to set down in Writing, the Directions of the said Physician, of what is to be given to them, and to serve the same out to them at the appointed Hours.

#### V.

He is not to administer or apply any Medicine, either Internal or External; nor to issue out any Stores or Necessaries, without an Order from the Physician or Surgeon.

#### VI.

He is to keep in separate Books, or on Files, the Prescriptions or Orders of the Physician and Surgeon, to be inspected as shall be thought fit.

#### VII.

He is to take care, that there be a sufficient Quantity of Drugs and Medicines constantly in Store for the Use of the sick Men, and to inform the Physician, when any are wanting, that he may give the necessary Directions therein.

#### VIII.

He is to give timely Notice to the Physician, before any Drugs or Medicines are served in, that he may inspect and examine the same.

#### XI.

He is to return such Glasses and Pots, as can be saved, to the Apothecary, and see that he charges himself felf with the Value thereof in his next Bills, according to the Prices paid him by the Hospital, and to vouch the same on the Back of his Bills.

#### X.

He is to give a Receipt for all Drugs and Medicines ferved into Store, to be produced as a Voucher to the Apothecary's Monthly Bills.

#### XI.

He is, once a Quarter, to make Oath, that he never hath issued out any Medicines, but for the sole Use of such Persons as are maintained upon the Foundation, or their Families residing in the Hospital, and according to the Directions of the Physician or Surgeon.

#### XII.

He is, once a Month, to lay before the Directors, an Account of his Disbursements in the Service of the Infirmary, vouched under the Hand of the Physician.



## PART 4th.

### The STEWARD.

#### ARTICLE I.

HE Steward is to keep a Book containing the Names of all Persons belonging to the Hospital, with their Entries and Discharges, and to muster the Pensioners daily, and to Cheque the Absent out of their Provisions.

#### II.

He is to give timely Notice to the Contractors, for their serving in the necessary Quantity of Flesh and other Provisions, according to the Musters; And he is to deliver Abstracts of the Rolls of those in Diet, to the Cook, Butler, and others concerned in serving out the Provisions.

#### III.

He is to have the Custody of all Provisions, Stores, Cloathing, Furniture, and other Necessaries served in for the use of the Hospital, and to issue them out according to the Rules of the House, or as he shall be ordered by the Court of Directors: And he is always to give timely Notice to the Clerk of the Cheque, before any Goods or Provisions are served.

ferved in, that he may survey the same in conjunction with him, and resule such as are faulty, and not agreeable to Contract.

#### IV.

He is to lay before the Directors at their Meetings, monthly Accounts of Provisions served in, expended, and the Remains, being sirst audited and signed by the Clerk of the Cheque.

#### V.

At the End of every Quarter, he is to lay before the Directors, a Calculation of the Musters during that Quarter, reduced to the Number of Men for one Day, verified by the Clerk of the Cheque, that so it may be seen, how the Expence of the Beer, which is to be delivered in Quarterly by the Butler, agrees with the said Musters.

#### VI.

He is to demand and receive from the Contractors, at the time that they serve in any Goods or Provisions, a Bill of Particulars, and at the End of each Calendar Month, to set down the said Bills in a Book, as also his own Disbursements, which he is to deliver to the Clerk of the Cheque, with the necessary Vouchers, to be audited and signed by him, and then to present the same to the Directors, for their Examination and Allowance.

#### VII.

He is to inform himself of the Market Prices of all Commodities used in the Hospital, and at the End of every Quarter, to lay an Account thereof, in Writing, before the Directors.

#### VIII.

At the End of every Year, he is to make up a General Account of the Expence of the said Year under each destinct Head, as, Provisions, and great Stores of every kind, small Stores in General, Salaries, Medicines, incident Disbursements, and the like; and to lay the same before the Board of Directors, that they may know the yearly Expence of each Head

#### IX.

He is, in Conjunction with the Clerk of the Cheque, to view the old Cloathing, which are returned from the Pensioners upon their receiving New, and to cause as many of them as are fit, to be converted into great Coats, and given out to the Men to wear in cold Weather, and to dispose of the rest, as he shall be ordered by the Directors.

#### X.

When any Pensioners dye, he is to take their Cloaths into his keeping, and get the same scoured, and mended (if needful) for the Use of those who shall be admitted in their Room.

#### XI

He is once in every Month, to send Lists of such Pensioners as have been admitted in that Time, to the Governors of the Chest at Chatham, with the Times of their Entry, Age, and Description, to the End that such of them, as have Pensions from the Chest, may be discoutinued from receiving the same any longer.

#### XII.

He is to demand and receive into his Custody, all old Linen, Furniture, and Utenfils of every kind that are unfit for Use, upon the delivery out of New, according to the Rules of the House, and to keep an Inventory thereof in a Book; and he is not to dispose of the same, but according to such Orders as he shall receive from the Directors, unless where it is otherwise provided in these Instructions.

#### XIII.

He is to deliver to the Officers their full yearly Allowance of Coals at once from the Ship, and not to advance any Coals out of the Stores to any One, without an Order from the Directors.

#### XIV.

He is to provide the fick Persons in the Infirmary, with such Diet as the Physician shall prescribe in Writing; and to supply the Dispenser with Materials for Water-Gruel, Milk, &c. and such like liquid Nourish-

Nourishment, as the Physician shall direct, taking the Dispenser's Receipt; and he is to take care, that the Insirmary be duly provided with Coals, Candles, Smallcoal, Charcoal, &c. as the Physician shall demand the same.

#### XV.

He is likewise to provide such Trusses, Crutches, and other Instruments for lame or insirm Pensioners, as the Surgeon shall demand in Writing, and to issue them accordingly; he is also to cause the same to be repaired and mended, when there shall be occasion, and to receive again into his Custody, from the Nurses, such of the said Instruments as did belong to those who recover or dye.

#### XVI.

He is to deliver out such Flannel or old Linnen, as shall be necessary, to the Surgeon and Dispenser, upon their demanding the same in Writing, and to take their Receipts.

#### XVII.

He is to cause the Bedding or Cloaths of such as are Unclean, to be shifted and cleaned, when the Physician shall advise the same.

#### XVIII.

He is to keep separate Accounts of the Charge of the Infirmary, and to set down the same under a distinct Head in his monthly Books.

XIX.

#### XIX.

He and the Clerk of the Cheque are to compare their Leidgers together at the End of every Year, and to fign them reciprocally.

#### XX.

He is to attend the Directors at their Meetings, in order to the answering such Questions as may be asked him, and receiving their Directions.

### The CLERK of the CHEQUE.

#### ART. I.

HE Clerk of the Cheque is to affift at all Surveys of Goods, Provisions, or Stores of any kind belonging to the Hospital; to keep distinct Accounts thereof in Books provided for that purpose; and to charge the respective Officers therewith.

#### II:

He is to be present at the serving in of all Goods, Provisions, or Stores of any kind, of which the proper Officers are to give him timely Notice, and to resuse such as shall not be good, or not agreeable to Contract.

#### III.

He is also to be present, upon like Notice from the respective Officers, at the issuing of all Goods, Provisions or Stores, and to Note the Expence in his Books: Books: And he is, at the End of every Year, or oftner if required, to ballance in his Books, the Accounts of all Sorts of Stores and Provisions in the Custody of the said Officers, that it may appear to the Board of Directors, what has been Expended, and what Remains.

#### IV.

He and the Steward are to compare their Leidgers together at the End of every Year, and to fign them reciprocally.

#### V.

He is to keep an exact Account of the Entries, and Discharges of all Officers, Pensioners, Servants, and Nurses belonging to the House. He is to be present at the daily Musters made by the Steward; as likewise at the Pay of the Subsistance Money to the Pensioners, and to keep Cheque along with him upon such as are absent, and to certify his monthly Account of Cheques and Mulcts, as well as the Sums paid to those who appear at their Musters.

#### VI.

He is likewise to muster daily the Artificers and Labourers employed on Day Work in the Hospital, and to keep exact Accounts of their Attendance, according to the Method hereunto annexed, Page (56) that he may be able to comptrol the monthly Books thereby. And he is to take care, that neither the Artificers nor Labourers serving in the Works, nor those

those allowed to do Labour about the House, be employed on any private Service, or on any other than the publick Work.

#### VII.

He is to muster the Men at Chappel as often as the Lieutenant Governor, or senior Captain commanding in his Absence, shall think necessary, and to lay the Names of such as are absent without Cause before the Council.

#### VIII.

At the End of every Month, he is to demand and receive from the Steward and Clerk of the Works, their Books of Accounts of Expence for the faid Month. He is carefully to examine and audit all the Bills fet down therein. He is to fee that no more Stores or Provisions be charged than have been actually ferved in, and that no Stores or Works of any kind be brought to Account, but in pursuance of Orders from the Board of Directors; That the Prices of all Contract Goods be set down according to the Contracts, and that the whole be duly vouched; and he is to make out, and keep Copies of the said Books in his Office.

#### IX.

And for the better enabling him to judge of the Performance of all Works brought to Account, and to give Satisfaction to the Board therein, he is to view himself, as often as possible, and to be an Eye Witness

Witness of all Works done by Carpenters, Joyners, Smiths, Bricklayers, or any other Artificers or Labourers employed in the Works of the House.

#### X.

And whereas no Artificer or Tradesman is to deliver any Materials or Stores to any Person, without an Order from the Clerk of the Works in Writing, setting forth the Demand both in Quantity and Quality, and that nothing of that kind is to be entered in the Books of Works, but in pursuance of such Vouchers, he is to have regard thereto, in the Examination of the said Books.

#### XI.

In all Extrà Works, or Reparations, that are performed by Estimate, he is to see that the said Estimates be not exceeded, but to give immediate Notice to the Directors when such Excess begins, that they may give Order about it.

#### XII.

He is to receive from the Secretary attested Copies of all Contracts and Minutes made by the Board of Directors, which he is to enter in a Book to be kept for that purpose.

#### XIII.

He is to attend the Directors at their Meetings, in order to the answering such Questions as may be asked him, and receiving their Directions.

The

### The MASTER BREWER.

#### ART. I.

HE Master Brewer is to receive into his Charge, in Presence of the Steward and Clerk of the Cheque, all the Coppers, Brewing Vessels, and other Utensils belonging to the Brew-house; as likewise the Malt, Hops, Coals, Candles, Brooms, and other Stores delivered to him from time to time for the Use of the same, all which he is to see that they be good, and answerable to the Contract both in Quantity and Quality, and delivered in due Time; and to represent all Failures to the Court of Directors.

#### II.

He is to deliver Receipts to the Contractors, upon the Back of their Bills, for such Provisions and Stores, as have been served in by them for the Use of the Brew-house, mentioning the Species and Quantity received; Time when; and that the Particulars were answerable to the Contract; without which Receipts, verified by the Steward, and Clerk of the Cheque, the said Bills shall not be entered in the Books for Payment.

#### III.

He is to take care, that the Malt, Hops, and other Stores and Utenfils be securely lodged in the proper Store-houses and Places appointed for that purpose,

purpose, so that no Wast, Embezlement or Damage may happen to them, but that all Things be duly applyed to the Service of the Brew-house, and the whole managed with Frugality and good Husbandry.

#### IV.

He is to take care of seasonable Times for Brewing, and that the Beer be good, sound, and wholsome, and of such a Standard, as shall be settled and ordered by the Board of Directors.

#### V.

He is, at the End of every Quarter, to make up a General Account of the Expence of Malt, Hops, Coals, &c. in that Quarter, and the Produce in Beer, Grains, &c. and to lay the same (being first examined and attested by the Clerk of the Cheque) before the Board of Directors.

#### VI.

The Clerk of the Cheque and Master Brewer, are to take such exact Account of the Quantity and Quality of the Malt and Hops used in every Brewing, with the Produce thereof in Beer, &c. that they may be able to Swear thereto, when required.

#### VII.

All the Cask used for Beer, are to be marked, befides the Mark of the Hospital, by a sworn Gauger on the Head, shewing the Contents in Gallons, Winchester Measure.

The

## The MATRON.

#### ART. I.

HE Matron is to have the Nurses under her Direction, and to see that they perform their Duty, for which purpose she is to be daily in the Wards, and to inspect their Behaviour; and when any of them are Sick, she is to take care that others do supply their Work.

#### II.

She is to have the care and keeping of the Sheets and Pillowbers of the Pensioners, and to deliver the same out clean to the Nurses, taking their Receipts; and at the stated Times of Change, she is to receive back the foul Linnen from the Nurses, giving them the like Receipts.

#### III.

She is to deliver the foul Linnen, after being examined, and mended, (if necessary) by the Nurses, to the Laundry, to be washed, keeping Account of the Sorts and Quantity, and to take a Receipt upon the Delivery, and to give the like upon the Return thereof.

#### IV.

She is to apply to the Steward for such Thread, Needles, &c. as shall be necessary for mending the Linnen, who is to supply her therewith.

V. The

#### V.

She is to inform the Steward of such Linnen as shall be lost by the Nurses, who is to lay the Matter before the Council, and receive their Directions for deducting the Value thereof from their Wages; and she shall repay the Worth of what is lost through her own Neglect.

#### VI.

She is daily to visit the Infirmary, and inspect the Behaviour of the Nurses there, and see that the sick People be duly attended, and supplied with the Diet prescribed by the Physician.

#### VII.

She is to take care to have the Rooms, Bedding, and Curtains in the Infirmary, kept clean and well aired, as often as it can be done, without Inconvenience to the Sick.



## PART 5th.

### The COOK.

#### ARTICLE I.

HE Cook is to receive the Flesh Meat, cut into proper Pieces, from the Butcher, being first weighed in the Presence of the Steward, and to dress it.

#### II:

He is to receive Weekly from the Steward, such Quantities of Salt, Spices, and other Necessaries of the like Nature, as shall be answerable to his Occa-sions, in proportion to the Number of People to be fed.

#### III.

He is to divide the Messes equally, and dish out the Meat and Broth at the Hours appointed, and to serve the same out at the Hatch: And he is likewise to dress such Flesh Meat as shall be ordered for the Use of the Sick.

#### IV.

He is to keep the Kitchen and Larders clean, and all the Utenfils employed therein, and to observe good Husbandry in the Expence of Fire, and Wear of the Utenfils, the Custody of which is committed to him.

### The BUTLER.

#### ART. I.

HE Butler is to have in his Custody, the Table Linnen, Candlesticks, and Vessels used for drinking at Meals in the Hall, with which he is to stand charged by Inventory, and to be accountable for any Loss.

II.

He is to clean the drinking Vessels twice a Day, and to cause them to be scoured once a Month, according to the Contract, or oftner, if necessary; and he is to deliver the soul Linnen to the Laundry, to be washed.

#### III.

He is to demand and receive daily from the Baker, the Quantity of Bread which the Steward shall direct in Writing, and to place the same upon the Tables.

#### IV.

He is to receive from the Cellar Man at the Cellar Door, the due Allowance of Drink, according to the Direction of the Steward in Writing, and to serve the same upon the Tables.

#### V.

He is to receive from the Steward, the Allowance of Butter and Cheese, and to serve the same out at proper Times.

VI. He

#### VI.

He is to lay before the Board of Directors, at the End of every Quarter, an Account of the Quantity of Beer that has been in the Cellars in that Quarter; how much hath been served out; and the Quantity remaining.

### The Scullery Man.

#### ART. I.

HE Scullery Man is to have the Custody of all the Dishes, Plates, and other Vessels used in the Hall for Meat or Broth, with which he is to stand charged by Inventory, and to be accountable for any Loss.

#### II.

He is to bring what Dishes shall be wanted every Day into the Kitchen, and to set the Plates upon the several Tables, and to carry the Dishes and Plates away after every Meal.

#### III.

He is to clean the Dishes, and other Vessels Daily, and to scour them Monthly, or oftner, if required, according to his Contract.

### The PORTER.

#### ART. I.

HE Porter is to shut and open the Gates at the Times appointed, and to carry the Keys to the Governor, or Officer in Chief, in his Absence.

II. He

#### II.

He is to keep Beggars, Vagrants, and Children out of the Hospital; and not to suffer any Cattle, Horses, Carts, or Carriages of any kind, to come in, but such as are employed in the Service of the Hospital; nor are any Coaches to come in, but which shall be allowed by the Governor.

#### III.

He is to see, that the House Labourers do keep the publick Stair Cases, Courts, and Passages clean. He is not to suffer any Water to be carried out of the Hospital without Leave of an Officer: And he is to wind up the Clock daily.

#### IV.

He is to summon the Officers to Council, and to attend them while they are sitting.

#### V.

He is to be civil and respectful to Strangers, and to shew such Parts of the Hospital as are usually shewn, to those who desire to see it; and he is to account once a Quarter, upon Oath, for the Gifts received from Strangers for seeing the Hospital, the same being applyed towards the Maintenance of the Charity Boys, except a reasonable Allowance to him for his Trouble.

The

### The Nurses.

#### ART. I.

HE Nurses are to observe and follow all such Directions as they shall receive from the Matron.

#### II.

They are to take care of the Wards allotted to them; to make the Beds of such Pensioners as are not able to do it themselves, and sweep and clean the Rooms, empty, wash, and scour the Vessels, and air the Bedding at the Times appointed.

#### III.

They are to receive from the Matron the clean Sheets and Pillowbers belonging to the Beds of their Wards, and to return the foul to her, giving and receiving Receipts; and they are to take Notice, that if any Linnen under their Charge is loft through their Neglect, the Steward is to deduct the Value out of their Wages, according to such Directions as he shall receive from the Council, when he makes up the Quarterly Books.

#### IV

They are to mend all the wearing and other Linnen used in the House, under the Inspection of the Matron, and to apply to her when they want any old Linnen to mend the same, that she may represent

fent it to the Lieutenant - Governor, who, when he sees it necessary, is to order the Steward to supply it.

#### V.

When any of the Pensioners belonging to their Wards are taken ill, or receive any hurt, they are immediately to go and acquaint the Dispenser, or Surgeon with it.

#### VI.

No Nurses are to be ordered into the Infirmary, but such as shall be approved by the Physician and Surgeon; The said Nurses are to take Charge of the Cloathing of the sick and hurt Pensioners, and to be answerable for the same to the Parties, if they recover, or to the Steward if they die; as also for the Crutches, Trusses, and such like Instruments, belonging the Lame or Insirm Pensioners, which they are to bring to the Steward, when the Party either dies or recovers.

#### VII.

They are to prepare and dress the Water-Gruel, Milk, and such kind of liquid Nourishment, in the Rooms of the Infirmary, according as the Dispenser shall direct them.

#### VIII.

They are to wash the Surgery Cloaths, and to return the same clean to the Surgeon.

IX. Nur-

#### IX.

Nurses appointed to the Infirmary, helpless or private Wards, are to follow such Orders as they shall receive from the Physician, Surgeon, or Dispenser; and they are not to be removed from thence without a Complaint from the Physician or Surgeon, or for transgressing the Rules of the Hospital.

#### X.

Nurses superannuated and maintained in the House, are to be employed in sewing, knitting, sitting up with the Sick, and such other Works as do not require much Strength or Labour, according as the Lieutenant-Governor and Matron shall direct them,



## PART 6th.

### The SURVEYOR of the WORKS.

#### ARTICLE I.

Plans and Elevations to be drawn of all Buildings proposed to be taken in hand, and to lay the same before the Board of Directors, with an Estimate of the Expence thereof.

#### II.

He is not to make any Alteration or Addition to any Building that is ordered, without first laying a Plan thereof before the Board of Directors, and giving them his Reasons for such Alteration or Addition, with an Estimate of the Charge thereof, and receiving their Approbation.

#### III.

He is to receive from the Clerks of the Works, an Account of what Repairs, or other Necessare wanting from time to time for the Service of the Hospital, with an Estimate of the Expence, and to consider the same, and report to the Board of Directors, what is sit to be done therein.

#### IV.

He is to examine and enquire, whether the Contractors employed about the Building and Repairs,

do deliver their Goods, or perform their Work agreeable to their Contract, and if he finds any Neglect, or bad Performance, to acquaint the Directors therewith.

#### V.

He is, before the End of every Quarter, to see what Works can be regularly brought to Account in that Quarter, and to give Directions for admeasuring the same, that they may be laid before the Directors at their first Meeting after each Quarter-day.

#### VI.

He is to give Directions, that all the Works be performed in a good and substantial manner, and to give strict Orders that no unnecessary Expence be made, by using a greater Quantity of Materials than is needful for the Service, and that all convenient dispatch be made with the Works in hand, and if he meets with any Neglect or Delay, to acquaint the Directors therewith.

#### VII.

All Plans, Estimates, and Orders of the General Court or Directors, for any Works to be done, are to be signed by the Surveyor and Secretary, and then sent to the Clerk of the Cheque, who, after taking a Copy of the same, is to deliver the Originals to the Clerk of the Works, in order to his seeing the said Works duly performed.

The

### The CLERK of the WORKS.

#### ART. I.

HE Clerk of the Works is to inspect all Materials and Stores brought in for the Use of the Works, and to see that they be good and agreeable to Contract.

#### II.

He is, once a Quarter, to lay before the Directors the current Market Price of all Materials and Work, which they have agreed for by Contract, that they may make such use thereof, as shall be for the Advantage of the Hospital.

#### III.

He is not to order any Repairs or Works of any kind to be proceeded on, but by order from the Directors; and when he shall think any Repairs or other Necessaries sit to be done, he is to deliver an Account thereof, with an Estimate of the Expence, to the Surveyor, for his Examining, and laying the same before the Directors.

#### IV.

He is to take care that no Repairs or Jobs be done upon any Building, or Household Goods whatsoever, that are not the Property of the Hospital.

V. When

#### V

When any estimated Work is ordered to be done, he is diligently to observe the Progress thereof, and restrain the Workmen within due Bounds; he is to measure the said Work from time to time (if needful) and calculate the Expence as it goes along; and if he finds the Charge going to exceed the Estimate, he is to stop the Work, and to lay an Account thereof before the Directors at their first Meeting, with the Reasons of the Excess, and what farther Expence will be necessary to finish it.

#### VI.

When any estimated Work is finished, he is to lay before the Directors an exact Account of the Expence of the said Work, and the difference between the same and the Estimate.

#### VII.

He is to admeasure, once in every three Months, so much of the Works as come under Measure, and to bring the same to Account in the first Books, that the Tradesmen's Bills may come the sooner into Course of Payment.

#### VIII.

He is to keep separate Accounts of the distinct Parts of every Building, and when any Part is finished, to lay a sull Account of the Charge thereof before the Directors.

IX. He

#### IX.

He is to enter all Bills for Stores served in, or Workmanship or Labour performed, into Monthly Books, and to lay the same before the Directors (being first audited by the Clerk of the Cheque) with the Bills and Vouchers, and also the Plans, Estimates, and Orders for proceeding on the said Works, and at the End of every Book he is to subscribe the following Certificate, Viz.

These are to Certify, That the Workmanship charged in this Book was performed in Workmansike manner, and the Materials delivered and used, as is therein mentioned, which Materials are good, and every way sit for the Service they have been applyed to; and the Rates and Prices charged for both, are either according to the Contracts subsisting, or are (if not in Contract) the reasonable Current Prices at the Times the Particulars were furnished. Witness my Hand this

#### X.

He is to attend at all Meetings of the Board of Directors, and lay before them in Writing, such Matters as are proper for their Knowledge.

L

The

## The Storekeeper of the Works.

#### ART. I.

HE Storekeeper of the Works is to receive into his Custody all Materials and Stores belonging to the Works, and to be charged therewith.

#### II.

He is to give timely Notice to the Clerk of the Cheque and Clerk of the Works, and, in Conjunction with them, to inspectall Stores and Materials brought in, and to refuse such as are not good, or not agreeable to Contract.

#### III.

He is not to issue out any Stores or Materials, but in pursuance of Orders from the Directors.

#### IV.

He is to keep an exact Account, in distinct Columns, of all Receipts and Issues of Stores; and at the End of every Year, to Ballance his Accounts of every Sort, that it may appear to the Directors, what has been Expended, and what Remains.

#### V.

He is to examine and attest all Bills for Stores served in, or Workmanship or Labour performed, without which no Bills are to be entered into the Books for Payment.

PART.

# PART 7th.

### GENERAL RULES.

#### ARTICLE I.

Matts for Beds, shall be allowed to be used in the Hospital.

#### II.

If any Officer, or other, shall lose any of the Goods provided for his Use by the Hospital, the Steward is to acquaint the Directors therewith, that they may order the Value thereof to be deducted out of his Wages.

#### III.

All Officers, and others, who are provided with movable Goods from the House, shall sign an Inventory of the same, which is to be kept by the Steward, and a Duplicate given to the Clerk of the Cheque.

#### IV.

If any Locks, Keys, or other Furniture, provided by the Hospital, shall be damaged by any Persons, or Panes of Glass wilfully broke, the same shall be made good at their Charge, or the Value deducted from their Wages.

V. No

#### V.

No Officer, or other Person, shall dispose of their Allowances of Coals, or other Stores, or carry them out of the Hospital; but if any remain at the End of the Year, the same shall be saved, and so much less in Proportion served to them the succeeding Year.

#### VI.

No Officer, or other, shall order any Work to be performed about his Lodgings without Order of the Directors; and the Clerk of the Works shall not otherwise bring the same into the Accounts of the House.

#### VII.

No Officer, belonging to the House, shall be in any manner directly or indirectly concerned or interested in any Contracts of the Hospital, nor in any Benefit or Advantage whatsoever, which may arise thereby.

#### VIII.

All Persons who lay out Money upon incident Charges in the Service of the Hospital, if they have not a settled Allowance for it, shall make Assidavit of the Truth of the same at the Bottom of the Account which they deliver thereof to the Board of Directors, without which the same shall not be allowed.

IX. When

IX. When any Officer, who has the Charge of Stores, Provisions, or any Sort of Goods belonging to the House, in his Custody, shall leave his Employment, or die, a Survey is to be taken by the Steward and Clerk of the Cheque, in Presence of the Lieutenant Governor, and of the Person who succeeds into that Office, of all the Goods remaining, and the same are to be delivered over to the said Successor by Inventory, figned by the Surveying Officers; and the Clerk of the Cheque is to enter the same into his Books (as also all the Goods or Furniture supplyed afterwards) as a Charge upon him, and to deliver a Copy thereof to the Board of Directors. And if he finds any Deficiency in the Inventory so left, he is to represent the same to the said Directors, in order to their taking fuch Measures for the indemnifying the Hospital for the Loss, as shall be proper.

#### X.

At the End of every Year, the Steward and Clerk of the Cheque are to take a General Survey of all the Furniture and Stores of every kind belonging to the Hospital, under the Inspection of the Lieutenant Governor, or such Captain as he shall appoint, and to fee how the same agrees with the just Ballance, and report the Difference, if any, to the Board of Directors.

M

ORDERS for the Regulating and better Governing the Pensioners and Servants of His Majesty's Royal Hospital for Seamen at Greenwich.

#### ARTICLE I.

in the Chappel, at the Hours appointed, and fignified by the Bell; none shall be excused from this Duty, but such as have leave to be absent, or are in the Infirmary; every other Absenter shall forfeit Six-pence for the first Default, one Shilling for the Second; and if, after that, sound incorrigible, expelled. And for the better discovery of such Defaulters, Musters shall be made at the Chappel immediately after divine Service or Sermon, as often as the Governor, Lieutenant - Governor, or Senior Captain Commanding in their Absence, shall think proper; and the Names of the Absenters are to be laid before the Council of the Hospital at their next Meeting, for their proceeding thereupon.

#### II:

Whoever shall be found Drunk in Chappel, shall for the first Offence be mulcted one Month's Money, and suffer one Month's Confinement; for the second Offence, that Punishment shall be doubled, and for the Third, shall be expelled the Hospital, or receive such other Punishment as the Council shall think sit.

#### III.

Whoever shall be guilty of Blaspheming the Name of God, or of unlawful and rash Oaths, Cursings, Execrations, Drunkenness, Uncleanness, Lying, or other scandalous Actions, in derogation of God's Honour, and tending to the Corruption of good Manners, shall be punished by Mulct, Consinement, Suspension, or Expulsion, as the Nature of the Case shall require, and the Council shall think sit.

#### IV.

None shall presume to Quarrel with his superior Officer, upon Pain of such Mulct and Confinement, as the Council shall appoint; nor to strike any such Officer, upon Pain of Expulsion.

#### V.

None shall Quarrel or Fight in the Hospital, nor use reproachful or provoking Speeches tending to make any Quarrel or Disturbance; nor be rude or unmannerly to any Stranger, upon Pain of such Mulct and Confinement, or other Punishment as the Offence shall deserve, and the Council think proper.

#### VI.

No Pensioner upon Guard shall presume to go off upon any Pretence whatsoever, 'till he be regularly relieved; nor sleep on his Post, while Centinel, upon Pain of such Punishment, by Mul&t, Confinement,

ment, or otherwise, as the Circumstances of the Case shall require, and the Council judge proper.

#### VII.

None shall absent themselves from the Hospital without Leave, upon Pain of such Mulct and Confinement, or other Punishment, as the Council shall think sit; and if they do not return within a Fortnight after their first absenting, they shall then be made Run upon the Books of the Hospital.

#### VIII.

None shall receive any Person into their Cabbins to lye with them, or be there at unseasonable Hours; nor frequent any House of ill Repute; nor bring scandalous Women into the Hospital; nor keep Company with Whores, or Women reputed to be such; nor Converse with any Man or Woman who shall have been expelled the Hospital; nor be longer out of their Cabbins at Night, than shall be allowed by the Rules of the Hospital, upon Pain of such Punishment, by Mulct, Consinement, Expulsion, or other Punishment, as the Circumstances of the Case shall require, and the Council shall adjudge.

#### IX.

All Pilfering, Theft, and Robbery, shall be punished by Expulsion, or otherwise, as the Council shall think fit.

X. None

#### X.

None shall Sell, Pawn, or Purloin any of their Cloaths, Linnen, or Bedding, or those of their Fellows, nor any thing belonging to the Hospital; nor wilfully damage the same, upon Pain of such Punishment, by Mulct, Consinement, Expulsion, or other Punishment, as the Nature of the Case shall require, and the Council appoint.

#### XI.

None shall presume by any means to desile or desace, or wilfully damage any Part of the Hospital, or any thing belonging thereto; nor ease themselves in any other Place or Places, than those appointed for the same, upon Pain of such Mulct, Consinement, or other Punishment, as the Council shall judge proper to the Case.

#### XII.

None shall presume to Beg of any Person, either within or without the Hospital, whether under the Notion of shewing the Hospital to Strangers, or any other Pretence whatever, upon Pain of being mulcted one Shilling for the first Offence, two Shillings for the Second, with Consinement at the Discretion of the Council; and being Expelled for the Third, or such other Punishment, as the Council shall think sit.

#### XIII.

None shall presume to smoak Tobacco, but in the Places allowed for it; nor to carry their Drink, or any Part of their Diet into their Cabbins; nor to have any Fire or Candle alight after the Hour appointed, under the Penalty of being mulcted Six-pence for the first Offence, one Shilling for the Second, and such farther Punishment for the Third, as the Council shall think proper.

#### XIV.

None shall presume to Sell any Wine, Brandy, or other strong Liquors, either within or without the Hospital, upon Pain of Expulsion.

### XV.

None shall presume to Sell any Part of the Beer allowed them in the Hospital, nor of their other Provisions, but to the Steward, or the Person deputed by him to buy the same, for the Benefit of the Charity Children of the Hospital, upon Pain of being mulcted one Shilling for the first Offence, two Shillings for the Second, and further Punishment for the Third, at the Discretion of the Council.

#### XVI.

If any Pensioner or Nurse shall Marry, after being admitted into the Hospital, such Pensioner or Nurse shall immediately be discharged from the same.

#### XVII:

If any find Cause to Complain of the Quantity or Quality of their Provisions, or of the Stopping thereof; or of their weekly Allowance Money or Wages, or of any thing else allowed them by the Establishment of the Hospital, such Pensioner or Servant finding fuch Cause of Complaint, shall quietly make the fame known to the Commanding Officer on the Spot, and he shall lay the Matter before the Council, who shall, without delay, apply a proper Remedy thereto: But no Pensioner or Servant, upon such or any other Pretence whatsoever, shall privately or publickly attempt to raise any Disturbance in the Hospital; or presume to spread or utter any false or injurious Reports reflecting upon the Honour and Justice of the Government of the same, upon Pain of Expulsion, or such other Punishment, as the Council, upon due Consideration of the Circumstances of the Case, shall judge it to deserve.

#### XVIII.

Whosoever shall be privy to the Commission of any of the aforesaid Crimes or Misdemeanors, and shall not in one Days time after the Commission thereof, discover the same to the Commanding Officer on the Spot, shall be liable to the same Punishment as the Offender, and undergo the same accordingly, or such Part thereof, as to the Council shall seem proper, upon examining into the Case.

XIX. None

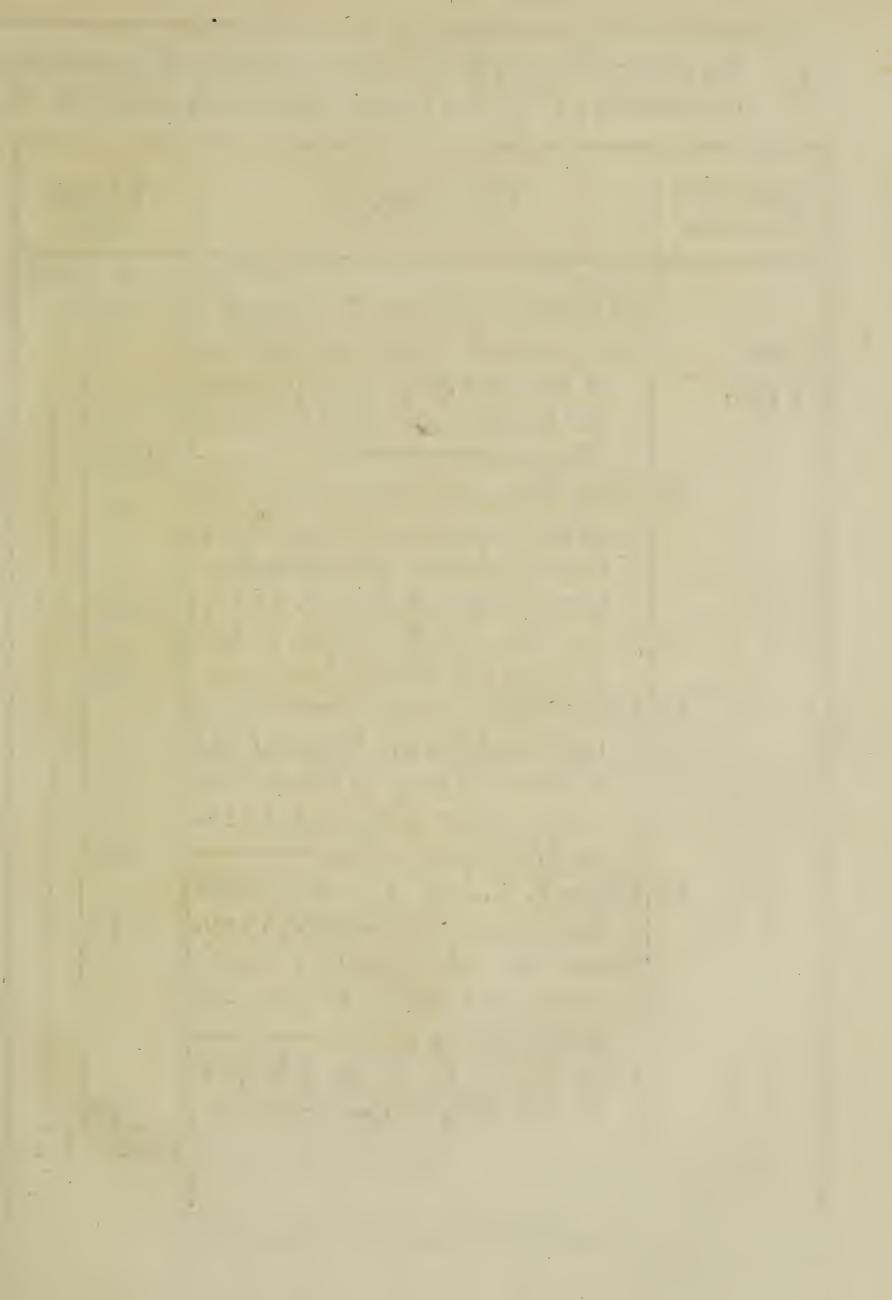
#### XIX.

None shall presume to break the Confinement imposed upon them by the Council, upon Pain of Expulsion, or such other Punishment as the Council shall think sit.

#### XX.

The Council may order such as are guilty of any Misdemeanors or Disorders, whether the same be mentioned in the foregoing Articles or not, to wear a yellow Coat, or some other Badge or Token of their Offence, and to do the Business of a Scavenger, if there be occasion: They may likewise confine them to a Diet of Bread and Water for such Offences, and for so long Time as they think sit, during which, they shall dine at a separate Table in the Hall, where they may be best seen by the other Pensioners.





Royal-Hospital at An Account of Monies Receive Greenwich, 31th Jan. 1729. Greenwich, between the 1

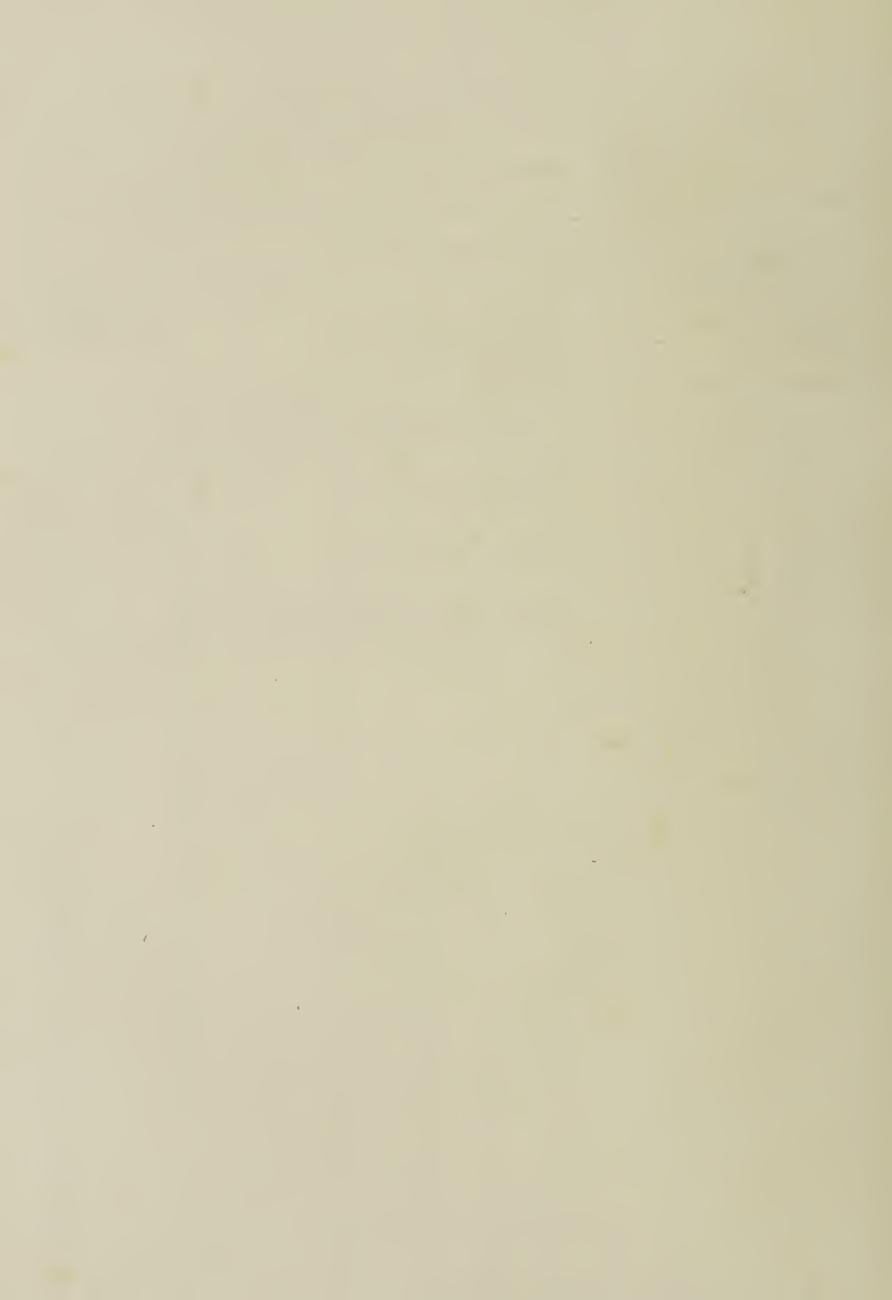
To Ballance of the last Account - 6,950  To Received from the Treasurer	s. d.	Debtor.	
of the NAVY, upon Account, for Abatements upon Seamen's Wages  From Mr. A. B. Receiver General of the Six-penny Office, Money Collected from Merchant Seamens Wages, in Decem. 1729.  From Mr. A. B. being a free Gift to the Hospital.  For the Salaries and Groats due to the Chaplains of Deptford and Woolwich Yards, and their Servants, from Christmas 1728, to Midsummer 1729.  From J. K. half a Year's House Rent, due at Midsummer, 1729.  From Mr. M. N. half a Year's Rent for Conduit Water, due at Christmas, 1729.  From Mr. C. D. being a Legacy to the Hospital.	5	2,000 1,050 3 10 60	

Time when Paid.	Per Contra.	Creditor		
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1729.	hold Accounts for the following			
-	Three Months, viz. l. s. d.			
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	August500 0 0 September500 0 0			
	By Paid the Books of the Current	1,500		
	Works for the following Three			
	Months, viz.			
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	Cash in the Treasurer's Hands	3,320 5.176 8 TC		
		8,496 8 10		

Form of keeping the Musters of Artificers and Labourers employed on Day Work in Greenwich Hospital.

Chiproyed on 25 my										
Perfons em- ployed on Day Work	Of what Trade	Works employed on  K. Cha. Q. Marys K. Wil. Building Building		Days Employ-	Wages per Day	Due to each Person at the End of the				
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E. F		1111(1)	1.11111	H IIII						
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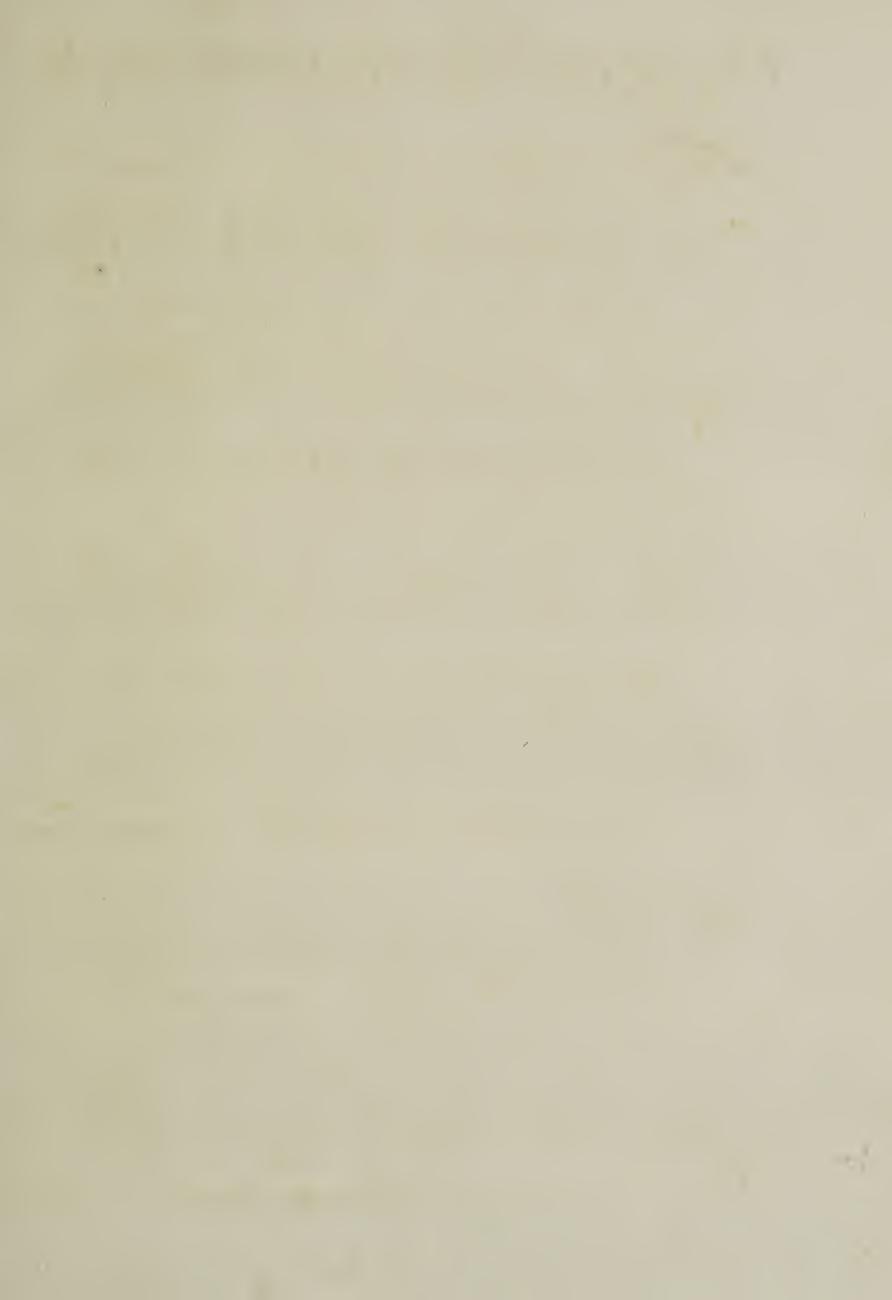












Et a General Court 31 October 1734. The Directors having considered on ) some Rules for the Qualification of Boys to be admitted to the Charity, do propose the following Considerations to the Court. vit Shat they be Sons of Scamen who are Slain, Drowned or Dead, or dly Sons of the Gensioners of the House, or dly 3... Sons of Seamen minuted at the Mominalty Office, to be taken into this House, or they Some of Seamen disabled or past their labour, or Lastly.....Sons of Seamen who have five or more Chiloren, & are Objects of Charity. Esolved, That the Boys qualified in the nray proposed by the Memorial will be Esteemed fit Objects to be admitted to the Sharity.







